



Mass update various employee fields

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Use the Mass Update utility to update employee data in preparation for the new school year. This utility allows you to quickly and easily mass change data resulting in minimal manual changes to individual employee records with less possibility of manual entry errors.



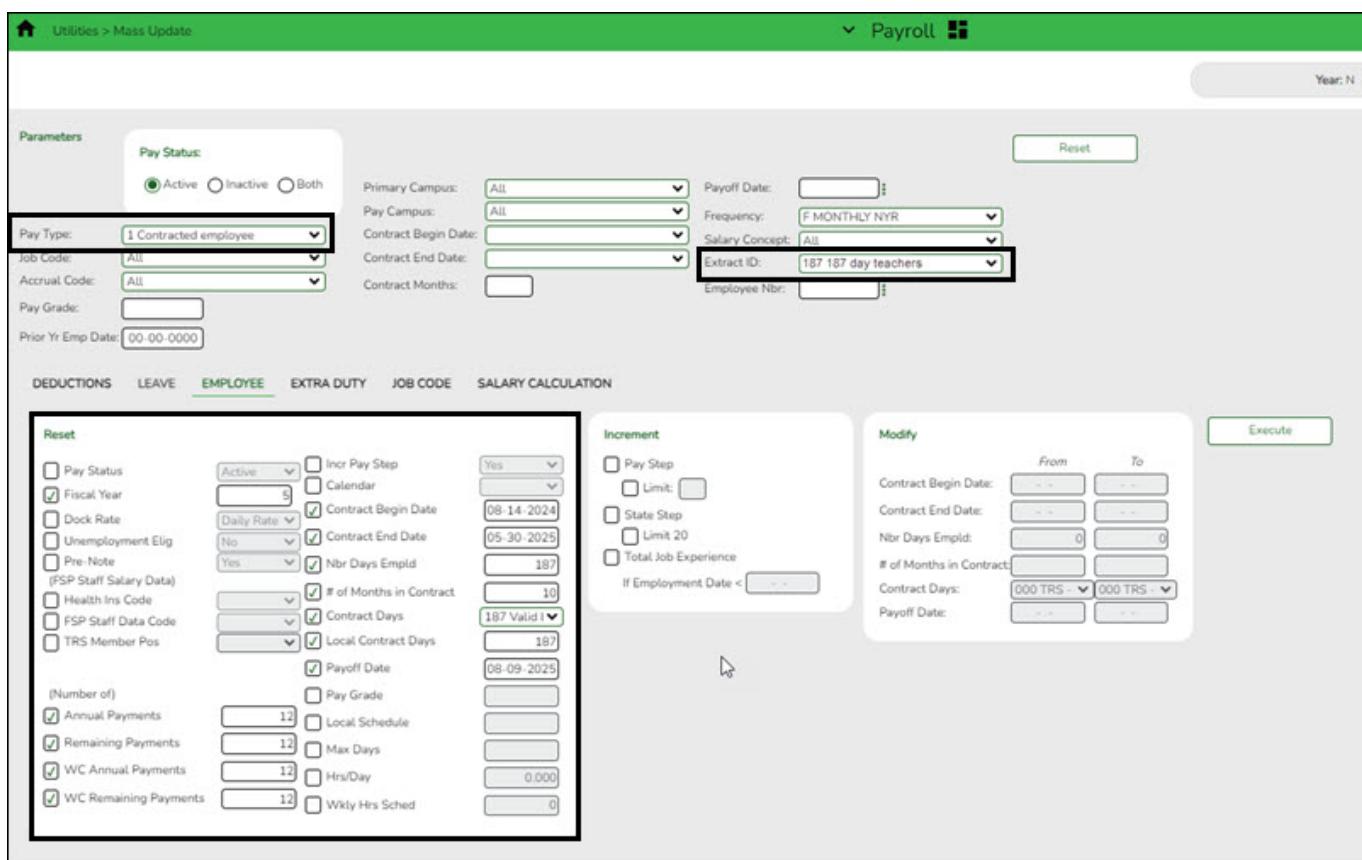
CAUTION: To avoid entering data in an incorrect pay frequency, be mindful of the pay frequency to which you are logged on as you may be changing back and forth between the current year and next year's pay frequencies for several months.

Mass update data as needed. The following fields are commonly updated.

- **Fiscal Year** - If some employees should not be incremented to the next fiscal year, repeat this step only selecting specific employees and mass update them back to the correct fiscal year. An example of this may include those paid with Elementary and Secondary School Emergency Relief (ESSER) Programs.
- **Contract Begin Date**
- **Contract End Date**
- **Nbr Days Empld**
- **# of Months in Contract**
- **Payoff Date**
- **(Number of) Annual Payments**
- **(Number of) Remaining Payments**
- **(Number of) WC Annual Payments**
- **(Number of) WC Remaining Payments**

[Payroll > Utilities > Mass Update > Employee](#)

This utility is used to update employee data for a number of employees at a single time. Employee data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Employee tab allows users to reset, increment, or modify employee data. The data that may be altered includes the number of annual payments, number of days employed, contract begin date, and number of years of local experience. Once employee data is altered using this page, changes are reflected in the individual employee records.



The screenshot shows the Payroll Mass Update screen. At the top, there are tabs for Utilities > Mass Update, Payroll, and a Year: N dropdown. The Payroll tab is selected. Below the tabs are several search and filter fields:

- Parameters:**
 - Pay Status:** Active (radio button selected)
 - Pay Type:** 1 Contracted employee (dropdown selected)
 - Job Code:** All
 - Accrual Code:** All
 - Pay Grade:** (dropdown)
 - Prior Yr Emp Date:** 00-00-0000
- Primary Campus:** All
- Payoff Date:** (dropdown)
- Frequency:** F MONTHLY NYR
- Contract Begin Date:** (dropdown)
- Contract End Date:** (dropdown)
- Salary Concept:** All
- Extract ID:** 187 187 day teachers
- Employee Nbr:** (dropdown)

Below these are several tabs: DEDUCTIONS, LEAVE, EMPLOYEE (selected), EXTRA DUTY, JOB CODE, and SALARY CALCULATION. The EMPLOYEE tab is active, showing the following configuration:

- Reset:** Contains checkboxes for Pay Status, Fiscal Year, Dock Rate, Unemployment Elig, Pre-Note, and various payment-related fields. It also includes a section for (Number of) Annual Payments, Remaining Payments, WC Annual Payments, and WC Remaining Payments, each with dropdowns for values like 12.
- Increment:** Contains checkboxes for Pay Step, State Step, and Total Job Experience, along with dropdowns for Contract Begin Date, Contract End Date, and Payoff Date.
- Modify:** Contains checkboxes for Pay Step, State Step, and Total Job Experience, along with dropdowns for Contract Begin Date, Contract End Date, Nbr Days EmpId, If Employment Date <, Contract Days, and Payoff Date.
- Execute:** A green button at the top right of the Modify section.

□ Under **Parameters**, select the employees whose employee data is to be changed.



TIP: Prior to processing a mass update, capture a screenshot of the parameters used for future reference.

Note: Never use the **Reset**, **Increment**, and **Modify** options at the same time.

Example of **Reset**:

Utilities > Mass Update Payroll

Year: N Frequency: F

Parameters

Pay Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	Primary Campus:	All	Payoff Date:	<input type="text"/>	<input type="button" value="Reset"/>
Pay Type:	All	Pay Campus:	All	Frequency:	Monthly NYR	
Job Code:	All	Contract Begin Date:	<input type="text"/>	Salary Concept:	All	
Accrual Code:	All	Contract End Date:	<input type="text"/>	Extract ID:	187 187 DAYS	
Pay Grade:	<input type="text"/>	Contract Months:	<input type="text"/>	Employee Nbr:	<input type="text"/>	
Prior Yr Emp Date:	01-15-2026					

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Reset

<input type="checkbox"/> Pay Status	Active	<input type="checkbox"/> Incr Pay Step	<input type="checkbox"/> Calendar
<input checked="" type="checkbox"/> Fiscal Year	<input type="text"/>	<input type="checkbox"/> Payoff Date	<input type="text"/>
<input type="checkbox"/> Dock Rate	<input type="text"/>	<input type="checkbox"/> Pay Step	<input type="checkbox"/> Limit
<input type="checkbox"/> Unemployment Elig	<input type="text"/>	<input type="checkbox"/> State Step	<input type="checkbox"/> Limit 20
<input type="checkbox"/> Pre-Note	<input type="text"/>	<input type="checkbox"/> Total Job Experience	
(FSP Staff Salary Data)	<input type="text"/>	<input type="checkbox"/> If Employment Date < <input type="text"/>	
<input type="checkbox"/> Health Ins Code	<input type="text"/>		
<input type="checkbox"/> FSP Staff Data Code	<input type="text"/>		
<input type="checkbox"/> TRS Member Pos	<input type="text"/>		
(Number of)	<input type="text"/>		
<input checked="" type="checkbox"/> Annual Payments	12	<input type="checkbox"/> Pay Grade	<input type="text"/>
<input checked="" type="checkbox"/> Remaining Payments	12	<input type="checkbox"/> Local Schedule	<input type="text"/>
<input checked="" type="checkbox"/> WC Annual Payments	10	<input type="checkbox"/> Max Days	<input type="text"/>
<input checked="" type="checkbox"/> WC Remaining Payments	10	<input type="checkbox"/> Hrs/Day	0.000
		<input type="checkbox"/> Wilky Hrs Sched	<input type="text"/>

Increment

<input type="checkbox"/> Contract Begin Date	08-18-2025
<input checked="" type="checkbox"/> Contract End Date	05-29-2026
<input checked="" type="checkbox"/> Nbr Days Empld	187
<input checked="" type="checkbox"/> # of Months in Contract	10
<input type="checkbox"/> Contract Days	<input type="text"/>
<input type="checkbox"/> Local Contract Days	<input type="text"/>
<input checked="" type="checkbox"/> Payoff Date	08-19-2026

Modify

Contract Begin Date:	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>
Contract End Date:	<input type="text"/>		<input type="text"/>		<input type="text"/>
Nbr Days Empld:	<input type="text"/>	0	<input type="text"/>	0	<input type="text"/>
# of Months in Contract:	<input type="text"/>		<input type="text"/>		<input type="text"/>
Contract Days:	000 TRS -	<input type="text"/>	000 TRS -	<input type="text"/>	<input type="text"/>
Payoff Date:	<input type="text"/>		<input type="text"/>		<input type="text"/>

Utilities > Mass Update Payroll

Year: N

Parameters

Pay Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	Primary Campus:	All	Payoff Date:	<input type="text"/>	<input type="button" value="Reset"/>
Pay Type:	All	Pay Campus:	All	Frequency:	Monthly NYR	
Job Code:	All	Contract Begin Date:	<input type="text"/>	Salary Concept:	All	
Accrual Code:	All	Contract End Date:	<input type="text"/>	Extract ID:	<input type="text"/>	
Pay Grade:	<input type="text"/>	Contract Months:	<input type="text"/>	Employee Nbr:	<input type="text"/>	
Prior Yr Emp Date:	00-00-0000					

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Reset

<input type="checkbox"/> Pay Status	Active	<input type="checkbox"/> Incr Pay Step	<input type="checkbox"/> Calendar
<input type="checkbox"/> Fiscal Year	<input type="text"/>	<input type="checkbox"/> Payoff Date	<input type="text"/>
<input type="checkbox"/> Dock Rate	<input type="text"/>	<input type="checkbox"/> Pay Step	<input type="checkbox"/> Limit
<input type="checkbox"/> Unemployment Elig	<input type="text"/>	<input type="checkbox"/> State Step	<input type="checkbox"/> Limit 20
<input type="checkbox"/> Pre-Note	<input type="text"/>	<input type="checkbox"/> Total Job Experience	
(FSP Staff Salary Data)	<input type="text"/>	<input type="checkbox"/> If Employment Date < <input type="text"/>	
<input type="checkbox"/> Health Ins Code	<input type="text"/>		
<input type="checkbox"/> FSP Staff Data Code	<input type="text"/>		
<input type="checkbox"/> TRS Member Pos	<input type="text"/>		
(Number of)	<input type="text"/>		
<input checked="" type="checkbox"/> Annual Payments	12	<input type="checkbox"/> Pay Grade	<input type="text"/>
<input checked="" type="checkbox"/> Remaining Payments	12	<input type="checkbox"/> Local Schedule	<input type="text"/>
<input checked="" type="checkbox"/> WC Annual Payments	12	<input type="checkbox"/> Max Days	<input type="text"/>
<input checked="" type="checkbox"/> WC Remaining Payments	12	<input type="checkbox"/> Hrs/Day	0.000
		<input type="checkbox"/> Wilky Hrs Sched	<input type="text"/>

Increment

<input type="checkbox"/> Contract Begin Date	<input type="text"/>
<input type="checkbox"/> Contract End Date	<input type="text"/>
<input type="checkbox"/> Nbr Days Empld	0
<input type="checkbox"/> # of Months in Contract	<input type="text"/>
<input type="checkbox"/> Contract Days	<input type="text"/>
<input type="checkbox"/> Local Contract Days	<input type="text"/>
<input type="checkbox"/> Payoff Date	<input type="text"/>

Modify

Contract Begin Date:	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>
Contract End Date:	<input type="text"/>		<input type="text"/>		<input type="text"/>
Nbr Days Empld:	<input type="text"/>	0	<input type="text"/>	0	<input type="text"/>
# of Months in Contract:	<input type="text"/>		<input type="text"/>		<input type="text"/>
Contract Days:	000 TRS -	<input type="text"/>	000 TRS -	<input type="text"/>	<input type="text"/>
Payoff Date:	<input type="text"/>		<input type="text"/>		<input type="text"/>

Example of Increment:

Utilities > Mass Update > Payroll

Parameters

Pay Status: Active Inactive Both

Primary Campus: All Payoff Date:

Pay Type: All Frequency: F Monthly NYR

Job Code: All Salary Concept: All

Accrual Code: All Extract ID:

Pay Grade: Employee Nbr:

Prior Yr Emp Date: 01-15-2026

DEDUCTIONS LEAVE **EMPLOYEE** EXTRA DUTY JOB CODE SALARY CALCULATION

Reset

Pay Status: Active Incr Pay Step Calendar Yes

Fiscal Year: Daily Rate: Contract Begin Date: Contract End Date: Nbr Days Empld: Total Job Experience:

Dock Rate: No:

Unemployment Elig: Yes:

Pre-Note: FSP Staff Salary Data:

FSP Staff Ins Code:

FSP Staff Data Code:

TRS Member Pos:

Increment

Pay Step Limit: State Step Limit 20 Total Job Experience:

If Employment Date <

Modify

From To

Contract Begin Date: Contract End Date:

Nbr Days Empld: 0 0

of Months in Contract:

Contract Days: 000 TRS - 000 TRS -

Payoff Date:

Example of Modify:

Utilities > Mass Update > Payroll

Parameters

Pay Status: Active Inactive Both

Primary Campus: All Payoff Date:

Pay Type: All Frequency: F Monthly NYR

Job Code: All Salary Concept: All

Accrual Code: All Extract ID: 187 187 DAYS

Pay Grade: Employee Nbr:

Prior Yr Emp Date: 01-15-2026

DEDUCTIONS LEAVE **EMPLOYEE** EXTRA DUTY JOB CODE SALARY CALCULATION

Reset

Pay Status: Active Incr Pay Step Calendar Yes

Fiscal Year: Daily Rate: Contract Begin Date: 08-18-2025 Contract End Date: 05-29-2026 Nbr Days Empld: Total Job Experience:

Dock Rate: No:

Unemployment Elig: Yes:

Pre-Note: FSP Staff Salary Data:

FSP Staff Ins Code:

FSP Staff Data Code:

TRS Member Pos:

Increment

Pay Step Limit: State Step Limit 20 Total Job Experience:

If Employment Date <

Modify

From To

Contract Begin Date: 08-14-2024 08-15-2025

Contract End Date:

Nbr Days Empld: 0 0

of Months in Contract:

Contract Days: 000 TRS - 000 TRS -

Payoff Date:

Execute

The first run is to update the contract dates, but not increment any pay steps. Complete only the fields under **Modify**.

- Under **Modify**, complete the applicable fields.
- The **Area Code** and **Zip Code** are updated in both the current year and the next year.
- In the **Prior Year Employment Date** field, type today's date in the MM-DD-YYYY format and select the pay frequency. This changes the contract dates for all employees, regardless of the date they came to work for the LEA.

Note: The **Prior Year Employment Date** field uses the date in the **Latest Re-Employ Date** field on the [Personnel > Maintenance > Employment Info](#). If this date is blank or contains zeros, it

uses the date in the **Original Emp. Date** field. If no date exists in either field, the employee is not updated.

□ The second run is for pay purposes to update all employees with one year of earned experience.

- In the **Prior Year Employment Date** field, enter a date in January (i.e., 01-XX-XXXX) that represents the maximum number of days required for the employee to have earned a pay step advance (e.g., 90 days).
- This run does not include any employees hired after that date because they should not receive a step advance for pay purposes but consult your LEA's policy.
- Under **Increment**, complete only the **Pay Step** and **State Step** fields.

The screenshot shows the Payroll Mass Update interface with the 'EMPLOYEE' tab selected. The 'Prior Yr Emp Date' field is highlighted with a red box and contains the value '01-06-2024'. The 'Increment' section is also highlighted with a red box, showing 'Pay Step' and 'State Step' checkboxes checked, with 'Limit 20' selected for State Step. The 'Execute' button is visible in the top right corner.

CAUTION: Do not update any **Experience** fields at this time. Experience should not be updated until after the service records have been extracted and saved. Once the service records are complete, you can update records in either the current year or the next year. It is important not to forget this step as it must be completed prior to PEIMS reporting in October.

□ Click **Execute**. A preview report is displayed. [Review the report.](#)

□ Click **Process**. A message is displayed indicating that the process was completed successfully. Or, click **Cancel** to return to the Mass Update page.

□ Use the Extra Duty tab to change employee extra duty assignments that display on the Pay Info tab.

- Run the [Personnel > Reports > Payroll Information Reports > HRS6550 - Employee Extra Duty Report](#) by code before performing the extra duty mass updates. Once you update your changes, run the HRS6550 report in the NYR frequency to verify that the changes are correct.



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